



TOPIC: Request for Leave Recipient & Approval Recommendation Process

Where: Employee Leave Balance Page
Who: Employee or Initiator (POC, Approver, NSSC HR) and Approver
When: Anytime during pay period

Purpose:

An employee may request to become a leave recipient of donated leave, due to a personal or family medical emergency that will require the employee to exhaust all of their accrued annual and sick leave. Appropriate medical documentation must be submitted to the NASA Shared Service Center (NSSC) Human Resource (HR) Office.

Request Procedure:

1. From the employee Leave Balance page, click on the link to Request to Become Leave Share Recipient

LEAVE FORM REQUESTS for CHARMING, PRINCE P	
Create Request for Advance Sick Leave	Create a new request to receive sick leave advance.
Create Request to Become Leave Share Recipient	Create a new request to receive donated leave.
Donate Leave within NASA	Initiate process to donate annual/restored leave within NASA.
Donate Leave outside NASA	Initiate process to donate annual/restored leave outside NASA.
Donate Leave - Emergency Transfer Program	Initiate process to donate annual/restored leave under declared emergencies (Other Federal Agency).
List Pending Leave Form Requests	List pending leave form requests.
List Historical Leave Form Requests	List historical leave form requests.

2. All fields are required, including justification. Select Individual to Provide Recommendation from the list available. After completion click CONTINUE. If errors are applicable, they will be displayed at the top of the screen. The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE. Review information for accuracy and then click SUBMIT REQUEST (located at bottom of form)

Request to Become a Leave Recipient for CHARMING, PRINCE P (0)

Leave Request Number: 9999-00016
Initiated by: CHARMING, PRINCE P (0)
Status: Editing

This request may be submitted. Please review the Certification and Privacy Act statements at the bottom of this form. After review, click the Submit Request button.


<input type="button" value="Continue"/> <input type="button" value="Withdraw"/>	
Nature and severity of the medical emergency	Broke Foot
Effective Date (MM/DD/YYYY)	09/01/2007
Date medical emergency ended (or, is expected to end) (MM/DD/YYYY)	12/31/2007
Individual affected by medical emergency (check one) <input checked="" type="radio"/> Self <input type="radio"/> Family Member <input type="radio"/> Both	Select appropriate disclosure information <input type="radio"/> Do NOT disclose applicant name on agency-wide leave share recipient list. <input type="radio"/> Disclose applicant name on agency-wide leave share recipient list. <input checked="" type="radio"/> Disclose applicant name and description of medical emergency on agency-wide leave share recipient list.
Indicate telephone number where initiator of this request can be reached (000)XXX-XXXX	222-555-5555
Select individual to provide recommendation	BEAR, BALOO B (0)
Comments (include justification)	Broke foot after falling off mechanical bull.




Web-Based Time and Attendance Distribution System

3. After submitting the request, the user is returned to the request page. At this point, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the Approver, the NSSC HR office and the NSSC Payroll office

Request to Become a Leave Recipient for CHARMING, PRINCE P (0)

Leave Request Number: 9999-00016 
Initiated by: CHARMING, PRINCE P (0)
Status: Pending Recommendation
Medical Documentation not yet received at NSSC.

 [Apply Comments](#)




[Withdraw](#)

4. The employee and the selected Individual to Provide Recommendation will receive an email notification that the request has been submitted and is pending approval

Approval Recommendation Procedure:

1. There are two locations to access the request: Option 1) From the List Timesheets page, locate employee with the pending request. Click the pending request icon to go into the request or Option 2) from the employee Leave Balance page, click on the link to List Pending Leave Form Requests. Locate the request to review, and click the employee name to enter the request

(Option 1)

Select Organization: DISNY		Normal (01/07/2007 - 01/20/2007)										    show hours																					
		NAME	PHONE	RT	APPROVED	HISTORY	EDIT	PPPA	OT	LV	ELF																						
		BABOON, RAFIKI R (198)	256-555-9999	DISNY	N																												
		BEAR, BALOO B (198)	256-555-5555	DISNY	N																												
		BEAUTY, BELLE B (198)	256-555-5555	DISNY	N																												
		BELL, TINKER T (198)	256-555-9999	DISNY	N																												
		BOY, PINOCCHIO P (198)	256-555-3333	DISNY	N																												
		CARPET, ALADDIN A (198)	256-555-7777	DISNY	N																												
		CAT, CHESHIRE C (198)	256-555-3333	DISNY	N																												
		CHARMING, PRINCE P (198)	256-555-7777	DISNY	N																												
		COWBOY, WOODY C (198)	256-555-6666	DISNY	N																												

(Option 2)

LEAVE FORM REQUESTS for CHARMING, PRINCE P	
Create Request for Advance Sick Leave	Create a new request to receive sick leave advance.
Create Request to Become Leave Share Recipient	Create a new request to receive donated leave.
 List Pending Leave Form Requests	List pending leave form requests.

Pending Requests for CHARMING, PRINCE P (0)


9999-00016	CHARMING, PRINCE P (0)	LEAVE RECIPIENT	Pending Recommendation	0.0	9/1/2007	-	12/31/2007	 Edit
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2. Review the details of the request, including the justification. If necessary, the request can be modified by the Approver. For approval, click the APPROVAL RECOMMENDED button (no comment or justification is necessary for approval). Employee will receive an email notification of recommended approval, however, the request will route to the NSSC HR office for final approval or disapproval



Web-Based Time and Attendance Distribution System

Request to Become a Leave Recipient for CHARMING, PRINCE P (0)

Leave Request Number: 9999-00016 
Initiated by: CHARMING, PRINCE P (0)
Status: Pending Recommendation
Medical Documentation not yet received at NSSC.

This request may be recommended for approval. By recommending approval, you are certifying that you have reviewed the medical documentation associated with this request.

[Continue](#)


[Approval Recommended](#)

[Disapproval Recommended](#)

[Withdraw](#)

3. Review the details of the request, including the justification. By recommending approval, you are certifying that you have reviewed the medical documentation associated with this request. If necessary, the request can be modified by the individual providing recommendation. For disapproval, click the DISAPPROVAL RECOMMENDED button (a comment/justification **is required** for disapproval). Employee will receive an email notification of recommended disapproval, however, the request will route to the NSSC HR office for final approval or disapproval
4. After request is recommended for approval, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the Approver, the NSSC HR office and the NSSC Payroll office. A PDF icon is available to provide a compact printable version of the request

Request to Become a Leave Recipient for CHARMING, PRINCE P (0)

Leave Request Number: 9999-00016 
Initiated by: CHARMING, PRINCE P (0)
Status: Pending Final Approval by NSSC HR
Medical Documentation not yet received at NSSC.

[Apply Comments](#)

[Withdraw](#)

Extension Procedure:

1. From the employee Leave Balance page, click on the link to List Pending Leave Form Requests. Locate the request to review, and click the employee name to enter the request
2. The only fields required for an extension are the Date Medical Emergency ended (or is expected to end) and comment/justification. Select individual to provide recommendation from the list available. After completion click CONTINUE
3. If errors are applicable, they will be displayed at the top of the screen. The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE. Review information for accuracy and then click SUBMIT REQUEST
4. The selected individual to provide recommendation will receive an email notification that the request has been submitted and is pending approval

Termination Procedure:

5. From the employee Leave Balance page, click on the link to List Pending Leave Form Requests. Locate the request to review, and click the employee name to enter the request

LEAVE FORM REQUESTS for CHARMING, PRINCE P

[Create Request for Advance Sick Leave](#)
[Create Request to Become Leave Share Recipient](#)

Create a new request to receive sick leave advance.

Create a new request to receive donated leave.



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6. No fields are editable for termination; however, employee or initiator can add comments. After completion click TERMINATE from Leave Share Program

Request to Become a Leave Recipient for CHARMING, PRINCE P (198)

Initiated by CHARMING, PRINCE P (198)
Status: Pending configuration in FPPS
Medical Documentation not yet received at NSSC.

[Continue](#)

[Terminate](#)

Pending Requests for CHARMING, PRINCE P (198)

21	CHARMING, PRINCE P (198)	ADV SICK LEAVE	Pending Approval	120.0	00:00 CDT 10/01/2007	00:00 CST 12/31/2007	00:00 CDT 10/01/2007	Edit
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Result:

The request for Leave Share Recipient and Recommending Approval Process has been completed. The request is now routed to the NSSC HR office for review and final approval/disapproval. The employee will be notified of approval or disapproval via email.

Upon approval, the request will be processed in the payroll system.

Special Considerations:

Historical requests can be viewed by clicking on the historical requests link on the leave balance page.

The status of the request can be the following:

1. Initiated – Request process has begun
2. Editing – Request is in the process of being modified
3. Pending Recommendation – Request is pending organizational approval
4. Pending Final Approval by NSSC HR – Request has been recommended for approval and is pending review and acceptance/rejection by the NSSC HR
5. Pending Final Approval by NSSC Payroll Office – Leave donation requests that have been submitted and are pending
6. Pending donation set-up/validation in payroll system by NSSC Payroll Office - Leave donation requests that have been approved and are pending payroll processing
7. Pending Set-Up in Payroll System by NSSC Payroll Office – Request has been approved by the NSSC HR and is pending payroll processing
8. Pending Configuration in Payroll System – Request has been approved by the NSSC HR and is pending payroll processing
9. Pending Validation in Payroll system by NSSC Payroll Office – Request is pending NSSC Payroll Office validation in the payroll system
10. Completed Processing – Request has been validated in the payroll system and process is complete
11. Request Withdrawn – Request has been withdrawn and will not be processed
12. Request Disapproved – Request has been disapproved by the NSSC HR office and will not be processed



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Medical documentation must be faxed to the NSSC HR office to complete this request and approval process. NSSC fax number is (866) 779-6772. For assistance, call the NSSC Customer Contact Center at (877) 677-2123.

This request may be withdrawn at anytime during the process prior to NSSC HR approval or disapproval.